

## Special Conditions of Hire during COVID-19

***Last updated: 22 September 2020 (amendments in red)***

**Note: These conditions are supplemental to the Hall’s usual conditions of hire, not a replacement. They are adapted from ACRE (Action with Communities in Rural England) Information Sheet on Re-opening Community Halls (Issue 6 – Current on 17th September 2020).**

SC1: You, the hirer, are responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the building, as shown on the attached poster which is also displayed at the Hall entrance.

SC2: You undertake to comply with the actions identified in the Risk Assessment for the Re-opening of the Hall, of which you have been provided with a copy.

SC3: The Hall will be cleaned between hires. You will be responsible for keeping the premises clean through regular cleaning of surfaces during your period of hire. This includes door handles, light switches, tables and all surfaces likely to be used. You will be required to clean these again on leaving. Use either the products supplied or your own ordinary domestic products.

Please take care cleaning electrical equipment. Use cloths – do not spray!

SC4: You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last **48 hours**, and that if they develop symptoms **within 10 days** of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. **They must seek a COVID-19 antigen test.**

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors, including fire doors, open as far as convenient. You will be responsible for ensuring that they are all securely closed on leaving.

SC6: **You will ensure that people attending do so in groups of no more than 6 (unless they are a “qualifying group”) and that such groups do not mingle.**

The number of people who can be seated in the Hall audience-style, observing 2 m social distance, is 30.

For activities which involve moving around, such as workshops, this number is lower.

**Where groups of 6, or fewer, attend and activity is sedentary, this number may be higher.**

The number of people for your event or activity will be agreed with the Hall Manager and you will ensure that no more than that attend your event. This is in order that social distancing can be maintained.

SC7: You will ensure that individuals **or groups** attending:

- Maintain 2 m social distancing as far as possible while waiting to enter the premises.
- Observe any one-way systems within the premises.
- As far as possible observe social distancing of 1 m plus mitigation measures when using more confined areas (for example: accessing the toilets).
- Use each suite of toilets one person at a time.

SC8: You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including, for example keeping a 2 m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC9: You will position furniture or the arrangement of the space as far as possible to facilitate social distancing of 2 m between individual people **or groups of six or fewer people. You will employ mitigation measures such as:** seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face, for example using a wide U-shape.

SC10: You **MUST** keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required, **in accordance with Public Health Regulations.**

SC11: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths.

SC12: You will encourage users to bring their own food and drink.

SC13: We have the right to close the Hall if there are safety concerns relating to Covid-19, for example, if someone who has attended the Hall develops symptoms and thorough cleaning is required, or if it is reported that these Special Hiring Conditions are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC14: In the event of someone being unwell with suspected Covid-19 symptoms while at the Hall you should remove them to the designated safe place which is the ladies dressing room behind the stage. Provide tissues and a bin or plastic bag. Arrange for the poorly person to get home. Observe the usual hand sanitising and social distancing precautions. Inform the Hall Manager.

SC15: In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, for example: refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16: Where a sport, exercise or performing arts activity takes place you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

SC17: You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. **A face covering is not required when people are eating or drinking but they should be seated.**

**ENDS**